ON-THE-JOB TRAINING AT THE DEPARTMENT OF INFORMATION AND COMMUNICATIONS TECHNOLOGY – ISABELA PROVINCIAL OFFICE, PILAR ST., DISTRICT III, CAUAYAN CITY, ISABELA

PUNZALAN, ZANDRO D.

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NARRATIVE REPORT
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Republic of the Philippines
ISABELA STATE UNIVERSITY
College of Computing Studies, Information and Communication Technology
Cauayan City, Isabela

MAY 2026

APPROVAL SHEET

The narrative report entitled, "**ON-THE-JOB TRAINING AT THE DEPARTMENT OF INFORMATION AND COMMUNICATIONS TECHNOLOGY – ISABELA PROVINCIAL OFFICE, PILAR ST., DISTRICT III, CAUAYAN CITY, ISABELA**", has been prepared and submitted by **PUNZALAN, ZANDRO D.**, in partial fulfillment of the requirements for the Bachelor of Science in Entertainment and Multimedia Computing (BSEMC) is hereby endorsed.

GUIDANCE/ ADVISORY COMMITTEE

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OJT Coordinator/ Program Chair, BSEMC

Accepted as a partial fulfillment of the requirements for the degree Bachelor of Science in Entertainment and Multimedia Computing

ARNEL C. FAJARDO, PhD.
Dean, CCSICT

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Date

ACKNOWLEDGMENT

This report is dedicated to my personal journey of growth, learning, and transformation as a trainee. It honors the resilience I discovered within myself and the passion I poured into every task and responsibility entrusted to me throughout this experience.

To my mentors, supervisors, and colleagues at the DICT, thank you for opening the doors to your industry and investing so deeply in my potential. Your guidance, wisdom, and steadfast support did not just teach me how to navigate the workplace; they inspired me to lead, innovate, and carry forward invaluable professional lessons that will last a lifetime.

To the challenges I encountered, I credit my professional maturity to the hurdles I faced. Every complex technical problem and tight deadline sharpened my critical thinking and taught me the true value of adaptability in a fast-paced technology environment. To the knowledge I gained, thank you for opening my eyes to new possibilities, shaping my vision for the future, and igniting a genuine passion for the work I do.

To my family and friends, your steady encouragement served as my cornerstone. Your constant understanding, moral guidance, and financial support provided the strength necessary to pursue this internship with absolute dedication and enthusiasm. Your unconditional love reminds me daily of the importance of reaching for my highest aspirations.

As this chapter closes, I carry with me far more than just technical experience; I carry the memories and meaningful connections I have made along the way. I am profoundly grateful for the growth I achieved and the opportunities I was granted. This report stands as a celebration of the perseverance and passion that defined my journey.

I am deeply grateful to all of you. Here is to a successful internship and a bright future ahead.

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With heartfelt appreciation,

PUNZALAN ZANDRO D.

DEDICATION

To my Internship Journey,

This report is dedicated first and foremost to my parents, whose sacrifices and unconditional love have carried me further than they will ever know. Every doubt I carried, every late night, and every moment I questioned whether I was enough — you were the quiet reason I kept going.

To my friends, thank you for standing by me even when I could not stand by myself. Your presence reminded me that I did not have to face this journey alone.

There were moments during this internship when I looked at the people around me — talented, skilled, and capable — and wondered if I truly belonged. I doubted myself more times than I can count. But I showed up anyway, and I finished. This report is proof of that.

To myself — for not giving up when it would have been easier to.

With boundless gratitude,

PUNZALAN ZANDRO D.

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ABSTRACT

The College of Computing Studies, Information and Communication Technology (CCSICT) at Isabela State University, Cauayan Campus, facilitates an annual On-the-Job Training (OJT) program, requiring Bachelor of Science in Entertainment and Multimedia Computing (BSEMC) students to intern at various public and private organizations. This program is strategically designed to bridge the gap between academic learning and professional employment by equipping students with essential industry competencies. Through this immersive experience, trainees gain practical exposure to a professional workspace, allowing them to master diverse technical tasks while adhering to organizational standards.

The OJT experience fosters the development of professional values, including dedication, responsibility, and teamwork, while encouraging a positive and flexible attitude toward colleagues and supervisors. By applying theoretical knowledge to real-world scenarios, students build the confidence and technical proficiency necessary to navigate complex work environments. Ultimately, the program aims to cultivate highly skilled and adaptable IT professionals who are prepared to contribute efficiently to the digital workforce upon graduation.

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CHAPTER I

THE OJT PROGRAM

Introduction

On-the-Job Training (OJT) serves as a vital bridge between academic theory and professional practice. It provides students with a platform to translate classroom concepts and technical computations into tangible results within a functional work environment. As a core requirement of the university curriculum, this internship mandates a specific number of hours designed to equip students with the practical skills and industry knowledge necessary for their future careers.

For students of the College of Computing Studies, Information and Communication Technology, OJT is an immersive experience that goes beyond a mere academic requirement. It offers the opportunity to engage with actual tools, hardware, and professional documentation used in the tech industry. For a specialist in Game Development, transforming the workplace into a secondary classroom allows for the refinement of technical expertise and the reinforcement of complex lessons learned in previous years. This hands-on exposure provides a competitive edge, preparing trainees for the complexities of an evolving digital landscape.

Furthermore, this partnership offers mutual benefits. While trainees gain invaluable experience, the host organization—particularly a forward-looking agency like the DICT—benefits from additional manpower and fresh perspectives that contribute to daily operations and digital initiatives. This arrangement also serves as a specialized evaluation period, allowing high-performing trainees to demonstrate their potential for future professional contributions within the agency.

The undersigned completed a total of 486 training hours from February 2, 2026, to May 14, 2026. This practicum was conducted at the Department of Information and Communications Technology (DICT) – Isabela Provincial Office, located at Pilar St., District III, Cauayan City, Isabela.

A. Importance of the Practicum/ Job Training

1. The internship serves as a vital platform for applying the technical theories and specialized skills developed in the classroom to actual, real-world scenarios.

2. Exposure to a professional environment helps transition a student's mindset, building the discipline and work ethic necessary for a successful future career
3. The experience significantly refines interpersonal communication and social skills through daily collaboration and networking with experienced agency professionals.

B. **Objectives of the Practicum/Job Training**

1. To engage deeply with a professional ICT setting, allowing for the practical application and refinement of skills in web development, system management, and technical troubleshooting.
2. To gain firsthand insight into how a major government body like the DICT implements digital innovations and manages modern industry-standard trends.
3. To bridge the gap between academic knowledge and industry practice, fostering the technical proficiency and adaptability required to excel in the tech field.

C. **Time and Place of the Practicum**

The training was initially carried out over a standard five-day work week through February and early March; however, for the remainder of the duration, the schedule shifted to a Monday-to-Thursday routine in accordance with the compressed work week approved by the National Government. This internship spanned from February 2 to May 14, 2026, during which a total of 486 hours were successfully rendered. All tasks and professional responsibilities were performed at the Department of Information and Communications Technology (DICT) – Isabela Provincial Office, located at Pilar St., District III, Cauayan City, Isabela.

CHAPTER II

BRIEF HISTORY/ BACKGROUND OF THE COMPANY

Corporate/ Agency Background

1. Nature of the Agency

The Department of Information and Communications Technology (DICT) serves as the primary policy, planning, coordinating, implementing, and administrative entity of the Executive Branch of the government that plans, develops, and promotes the national ICT development agenda.

The Department gears toward a "Digital Philippines" by continuously designing and supporting the implementation of robust ICT infrastructures, ensuring every citizen has access to efficient and reliable digital services. It is committed to:

- Digital Transformation: Leading the digital shift of government processes to enhance transparency, efficiency, and ease of doing business.
- Infrastructure & Connectivity: Broadening access to the digital world through programs like the National Broadband Plan and Free Wi-Fi for All, bridging the digital divide across the nation.
- Cybersecurity & Policy: Strengthening the nation's cybersecurity posture and ensuring the protection of privacy and consumer rights in the digital ecosystem.
- ICT Competency: Promoting quality standards in ICT education and skills development to foster a world-class digital workforce capable of driving a modernized, data-driven economy.

2. Mandate, Powers, and Functions

The DICT is the primary entity of the Executive Branch responsible for planning, developing, and promoting the national ICT development agenda. To fulfill this mandate, the Department exercises powers and functions across several key areas:

- Policy and Planning: Formulating and implementing national ICT roadmaps, including e-government, e-education, and e-commerce strategies.

- Improved Public Access: Developing and managing ICT infrastructures to ensure reliable and affordable digital connectivity for all citizens, specifically through broadband and free public Wi-Fi initiatives.
- Resource-sharing and Capacity Building: Overseeing the strategic use of government ICT resources and enhancing the digital skills of the national workforce.
- Consumer Protection and Industry Development: Regulating and assisting the ICT industry to ensure global competitiveness while protecting the rights and data privacy of consumers.
- Cybersecurity Policy: Strengthening the nation's digital defenses by coordinating the National Cybersecurity Plan and protecting critical information infrastructure.
- Countryside Development: Promoting ICT investments and digital literacy in rural areas to ensure inclusive economic growth outside of major metropolitan hubs.

3. Vision/ Mission/ Core Values

Vision

"An innovative, safe and happy nation that thrives through and is enabled by Information and Communications Technology."

DICT aspires for the Philippines to develop and flourish through innovation and constant development of ICT in the pursuit of a progressive, safe, secured, contented and happy Filipino nation.

Mission

"DICT of the people and for the people."

The Department of Information and Communications Technology commits to:

- Provide every Filipino access to vital ICT infostructure and services
- Ensure sustainable growth of Philippine ICT-enabled industries resulting to creation of more jobs
- Establish a One Digitized Government, One Nation
- Support the administration in fully achieving its goals
- Be the enabler, innovator, achiever and leader in pushing the country's development and transition towards a world-class digital economy

Core Values

D – Dignity

I – Integrity

C – Competency and Compassion

T – Transparency

4. History/ Background of Agency/ Office

Established in 2016, the Department of Information and Communications Technology (DICT) was created to serve as the Philippines' primary entity for digital governance. Before its inception, ICT functions were fragmented across various offices, such as the Information and Communications Technology Office (ICTO), the National Telecommunications Commission (NTC), and the Cybercrime Investigation and Coordination Center (CICC). The DICT was formed to unify these units under a centralized leadership, streamlining the nation's digital agenda and fostering a more cohesive growth strategy for the technology sector.

The Department is mandated to design and execute policies that accelerate the integration of ICT into national life. Its responsibilities span from supervising telecommunications regulations to promoting the widespread use of digital tools in both public and private sectors. By consolidating these powers, the DICT ensures that the country's digital landscape is managed with a singular, strategic vision.

Recognized as a cornerstone of modern economic progress, the DICT has become instrumental in bridging the digital divide. Through flagship initiatives like the National Broadband Plan, Free Wi-Fi for All, and the e-Government Master Plan, the agency works to enhance connectivity and modernize public service delivery. Ultimately, the DICT's efforts are directed toward leveraging technology to boost national competitiveness, drive economic expansion, and improve the daily lives of Filipinos through a digitally empowered society.

Organizational Structure

DICT R2 – PROVINCIAL OFFICE

ORGANIZATIONAL STRUCTURE

CHAPTER III

WORK EXPERIENCES AND PROGRESS REPORTS

A. Accomplishments of the On-the-Job Training Activities

Date	Accomplishment
February 2, 2026	➢ Attended first flag ceremony. ➢ Attended the OJT Orientation. ➢ Researched for a topic for our "Learning Together".
February 3, 2026	➢ Attended webinar entitled 'How to Swim in the Blue Ocean as a Digital Professional Practitioner: "The world doesn't need another VA". ➢ Started doing powerpoint for the "learning together".
February 4, 2026	➢ Enrolled in CISCO's "Introduction to IoT and Digital Transformation".
February 5, 2026	➢ Continued powerpoint presentation for learning together. ➢ Attended Jonathan Mauricio's learning together "CPU Architecture" ➢ Brainstormed what system to propose.
February 6, 2026	➢ Attended Jayvee Alicando's learning together "Basic Shading Techniques". ➢ Enrolled in CISCO's "Data Science Essentials with Python and Digital Awareness".
February 9, 2026	➢ Attended second flag ceremony. ➢ Attended Ver Raqueco's learning together and created a simple game in Scratch.
February 10, 2026	➢ Presented my learning together "Video Game Sound Design".

	➢ Continued CISCO online course. ➢ I attended the eGov application orientation by Ma'am Ma. EA Macasaddu.
February 11, 2026	➢ Helped cleaning DTC. ➢ Attended Marc Justine Soriano's learning together about digital art and activity on Gartic Phone.. ➢ Continued the Cisco online course.
February 12, 2026	➢ Helped with cleaning in DICT office. ➢ Attended Maureen Bautista's learning together about fuzzy wires.
February 13, 2026	➢ Attended Sir Bryan's learning together about Data Communications Networks. ➢ Attended May Ann Manalo's learning together about history and types of dancing.
February 16, 2026	➢ Attended third flag ceremony. ➢ Helped with cleaning the office. ➢ Attended John Albert Blanco's learning together "Designing Simple and Effective User Interface" and designed simple UI on Figma ➢ Continued CISCO online couirse.
February 18, 2026	➢ Attended webinar "**Data Privacy Awareness."** ➢ Attended Sir Biegh's "Cyber Security Awareness Training 2026: **Cyber Hygiene**" ➢ Attended Enrique Luis Alvarado's webinar "**Data Encryption: Keeping Secrets** and **AI**" ➢ Attended Ma'am Elijah's webinar "**PNPKI: The Basics of the Philippine National Public Key Infrastructure**"

	➢ Created powerpoint template draft for Monday Convocation.
February 19, 2026	➢ Helped installing CCTVs ➢ Attended Webinar 2: "**Exploring the Use and Responsible Use of Artificial Intelligence (AI)**" ➢ Attended "**AI and Critical Thinking**" hosted by Enrique Luis Alvarado ➢ Continued CISCO.
February 20, 2026	➢ Cleaned DTC Office ➢ Attended Rosalinda Espaldon's webinar "**Introduction to Microsoft Power BI**". ➢ Attended webinar by Social Security System.
February 23, 2026	➢ Flag ceremony plus Monday convocation hosted by DICT Provincial Office, Cauayan City. ➢ Online apprentice program by Sir Marc Ivan Guillermo for the newcomers from ISU Main Campus, Echague OJTs. ➢ Attended Mr. Christian Jaylord Santos Lumanog's learning together about "**The Rise of Blackbox AI: From Startup to AI Coding Tool**" and created a simple project on Black Box
February 24, 2026	➢ Cleaned DTC. ➢ Enrolled in CISCO's "Introduction to Cybersecurity." ➢ Attended webinar "Safe Internet Day & Child Abuse Awareness Week Webinar" in collaboration with DSWD Region II, "Managing Social Media Safely: Protecting Yourself from Online Abuse"

	hosted by Sir Beigh John Paul Alonzo, "Avoiding Scams" hosted by Ma'am Maylanie Maggay, "Misinformation VS Disinformation" hosted by Sir Kyle Ruzzel Suyu. ➢ Continued CISCO online course
February 25, 2026	➢ Attended Rocel Audrey Batara's webinar through Zoom entitled "**Film Making: Tips and Tricks**" ➢ Attended Jeric Reyes' learning together "Singing." ➢ Helped in DICT's cubicle assembly
February 26, 2026	➢ Continued CISCO ➢ Attended CCSASHS Immersion students narrative report
February 27, 2026	➢ Finished the online course "Cybersecurity."
March 2, 2026	➢ Attended the flag ceremony and monday convocation. ➢ Presented our proposed system.
March 3, 2026	➢ Participated in the Research Colloquium at ISU Cauayan
March 4, 2026	➢ Participated in the Research Colloquium at ISU Cauayan
March 5, 2026	➢ Participated in the Colloquium at ISU Cauayan
March 6, 2026	➢ Attended Mark John Panganiban's learning together "Leadership is like love: From Vision to Reality, the Journey of great leadership."
March 9, 2026	➢ Attended James Navarro's learning together "The Evolution of Mobile Phones." ➢ Help create a simple phone design
March 10, 2026	➢ Attended webinar "EmpowHer in the Digital Space:

	Online Safety, Data Privacy, and Responsible AI Awareness."
March 11, 2026	➢ Attended webinar "Wonder Woman's Shield – SheSecure: Women Leading in Digital Protection." ➢ Attended John Marc Lustiva's learning together "Among Us."
March 12, 2026	➢ Attended webinar "Babaylan Leadership: Then and Now in the AI-driven Digital Age." ➢ Attended webinar" Girl, ikaw naman muna" Self-Care for Women Empowerment."
March 16, 2026	➢ Continued Weekly Accomplishment Report ➢ Learning Together by Sir Bryan about setting up Starlink Device ➢ Attended Learning Together by Aerol Clarize Tumolva "Light Camera Re-Act"
March 17, 2026	➢ Attended Learning Together by Queen Cel Ann "Social Media Algorithm" ➢ Continued system
March 18, 2026	➢ Attended webinar "Angel Investing 101: How Startups Can Attract Early-Stage Investors"
March 19, 2026	➢ Attended "Women Empowerment Through Science Technology and Innovation"
March 23, 2026	➢ Continued system and weekly accomplishment report.
March 24, 2026	➢ Attended Engr. Eize Jared P. Maramag's "Her Digital Edge: Mastering Generative AI" ➢ Attended Aliza Amor Nolasco's "Call of Duty: Prop Hunt" learning together.

March 25, 2026	➢ Attended "Empowered to Succeed: Career Readiness and Inclusive Workplace Opportunities" at ISU Cauayan.
March 26, 2026	➢ Went to SM Cauayan "Project Dapat Job Fair" and assisted in promoting the eGov App and went to DICT in the afternoon to join "Smart Tech Starts Here: An Introduction to Microcontrollers and IoT"
March 31, 2026	➢ Attended "Bridging Connectivity Gaps: Supporting Inclusive Access to Free Wi-Fi via LEO Satellite Technology"
April 6, 2026	➢ We set up the star link device to test internet connectivity. ➢ Assisted Sir Bryan with the biometric attendance system.
April 7, 2026	➢ Attended Patricia Castro's "SPARK Advocacy Orientation"
April 8, 2026	➢ We conducted a cleaning session at the office and at DTC.
April 14, 2026	➢ We continued doing our system.
April 15, 2026	➢ Attended "DICT Regional Office's webinar, "SPARK: Empowering Filipinos with Digital Skills for Employment Opportunities Technical Training,"
April 16, 2026	➢ Attended and participated in Sir Beigh John Paul Alonzo's learning together Open-Source Intelligence (OSINT) ➢ Attended and participated in Sir Leo Jay William's "Mobile Photography 101" ➢ Watched Louie Jhay M. Catolos' OJT exit.

April 20, 2026	➢ Continued doing our system.
April 21, 2026	➢ Created a sample design for "Mindset, Money, and Machines: Financial Literacy and Cybersecurity in the Age of AI" ➢ Presented the design to Sir Beigh John Paul Alonzo
April 22, 2026	➢ "AI Awareness Webinar: Introduction to AI, Gen AI Usage, and AI Ethics and Bias" by Sir Luis Alvarado. ➢ Attended La Salette OJT's final system presentation ➢ Measured DTC with Jayvee Alicando, instructed by Sir Cirillo Gazzingan Jr..
April 23, 2026	➢ Instructed by Sir Beigh John Paul Alonzo to redo our publication material design.
April 27, 2026	➢ Joined the Flag Ceremony and Monday Convocation. ➢ Continued doing my weekly accomplishment.
April 28, 2026	➢ Submitted publication material to Sir. Beigh John Paul Alonzo
April 29, 2026	➢ Attended and participated in "API Testing with Postman + Ninja API (Secure-by-Design)" by Sir Marc Ivan Guillermo
April 30, 2026	➢ Attended "Events Management and Floor Directing With Public Relations Service" by Ms. Hannah Gracielle Mallillin-Urata ➢ Conducted 7S on both DTC and DICT office
May 4, 2026	➢ Attended "Design and Construction of a Power

	Supply Converting AC to Stable DC Voltage" by Althea Carol Pauig and Warren Acacio
May 5, 2026	➢ Attended Sir Carlo Tullio and Clarence Angelo Bagay's "Mindset, Money, and Machines: Financial Literacy and Cybersecurity in the Age of AI"
May 6, 2026	➢ Attended La Salette's Narrative Presentation Exit
May 7, 2026	➢ Attended Jayvee Alicando and Paul Ngayan's "Web DEV" and learned basic HTML ➢ Zumba Session by DICT Region 2 and online games.
May 11, 2026	➢ Attended James Navarro's "Introduction to CSS"
May 12, 2026	➢ Attended "Basic Electrical Circuits" by CSU OJT Interns

B. Problems Encountered

During our On-The-Job Training at the Department of Information and Communications Technology – Isabela Provincial Office, I encountered some problems in the office, such as:

1) Poor internet connection, which sometimes delays tasks and limits access to online resources needed for work.
2) Unmatched skills or lack of prior experience in certain tasks, especially with new responsibilities and unfamiliar office procedures.
3) Difficulty adjusting to new systems and work processes, since some of the assigned tasks were new to me and required additional learning and adaptation.

CHAPTER IV

SUMMARY, CONCLUSION AND RECOMMENDATION

Summary and Conclusion

Completing the On-the-Job Training program is a core requirement for fourth-year students, serving as a critical transition into the professional world while refining the skills necessary for future employment. This report details the comprehensive experiences and technical activities undertaken during my internship at the Department of Information and Communications Technology (DICT) – Isabela Provincial Office.

This period has been one of the most remarkable chapters of my academic journey, requiring significant adjustment to the fast-paced nature of a national government agency. Throughout the training, I was deeply involved in a variety of professional tasks—ranging from system development and debugging to technical webinars and field assignments—while interacting with diverse individuals, including agency personnel and the general public. These experiences highlighted the importance of adaptability and reinforced the reality that every professional environment presents unique challenges.

The internship at DICT was instrumental in fostering my professional growth, significantly boosting my self-confidence and refining my personality within the workplace. Despite technical hurdles such as system debugging and complex project requirements, the experience was both fruitful and rewarding. By merging my academic background in Entertainment and Multimedia Computing with practical applications like API integration and network troubleshooting, I have gained the technical strength and discipline required to face the challenges of the IT industry after graduation.

This journey at the DICT Isabela Provincial Office has served as a vital stepping stone toward my career goals. I am deeply satisfied to have successfully rendered the required 486 hours of service, having gained invaluable insights into the country's digital governance and infrastructure. I look forward to applying the specialized knowledge and professional values I have acquired to my future career in the technology sector.

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Recommendation

Based on my On-the-Job Training experience, the DICT must continue to provide a supportive and well-organized environment for trainees by ensuring that essential office resources, such as storage facilities, computer units, and printers, are properly maintained. This would help improve the efficiency of daily operations and make the workplace more convenient for both employees and trainees.

Furthermore, file organization and key management must be given more attention to prevent delays and misplaced records. In addition, future trainees would benefit greatly from a longer training period, as it would allow them to gain more exposure, develop better skills, and become more confident in handling real workplace responsibilities.

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APPENDICES

Appendix A: Letter to Agency

ISABELA STATE UNIVERSITY
University for People, Nature, Entrepreneurship and Innovation
CAUAYAN CAMPUS

January 30, 2026

CIRILO N. GAZZINGAN, Jr.
Provincial Officer
Department of Information and Communications Technology
Cauayan City, Isabela

Sir:

Greetings!

I am introducing **ZANDRO D. PUNZALAN**, a Bachelor of Science in Entertainment and Communications Technology student who is required to undergo an internship this Second Semester A.Y. 2025-2026 in Department of Information and Communications Technology.

For this purpose, he has chosen your firm/agency for the training program. If the student trainee is accepted by your firm/agency, he/she should not be considered a regular worker, hence, he is not entitled to any salary, allowance, or any remuneration whatsoever during the period of this training. However, since he will be under the umbrella of your management, the student trainee is bound to follow whatever policies and regulations your company or office has instituted for your regular employees. The student trainee has to comply with a minimum of 486 hours of training in your government agency.

Training is part of their academic program and therefore the SIPP Coordinator will drop by your office every now and then to check the performance of the student trainee. Should you want to inquire about our program or about the student trainee, please feel free to email me at gelindon.jane@isu.edu.ph.

Lastly, Isabela State University, particularly the College, is expressing its appreciation and gratitude for the help that you have been extending to us in the training of our students. This training will enable them to put into practice the skills and knowledge they have learned in the classroom.

Again, thank you very much, and more power.

Very truly yours,

JANE B. GELINDON, MIT
SIPP Coordinator

Noted by:

PROF. ARNEL C. FAJARDO, PhD
Dean, CCSICT

COLLEGE OF COMPUTING STUDIES, INFORMATION AND COMMUNICATION TECHNOLOGY
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Appendix B: Internship Contract

MEMORANDUM OF AGREEMENT
BETWEEN THE ISABELA STATE UNIVERSITY AND THE DEPARTMENT OF INFORMATION AND COMMUNICATIONS TECHNOLOGY (DICT)

I. PURPOSE OF THE AGREEMENT

This **MEMORANDUM OF AGREEMENT** entered into between:

ISABELA STATE UNIVERSITY was created by and exists under the laws of the Republic of the Philippines with the office at San Fermin, Cauayan City, Isabela, Philippines, represented by **DR. MARISOL S. FORONDA,** Executive Officer, hereinafter referred to as "**ISU**";

-and-

DEPARTMENT OF INFORMATION AND COMMUNICATIONS TECHNOLOGY created by and existing under the laws of the Republic of the Philippines with the office at Isabela Provincial Office, Pilar St., District III, Cauayan City, Isabela, represented by **CIRILO N. GAZZINGAN JR.** in his capacity as OIC, Provincial Officer referred to as "**DICT**";

-WITNESSETH-

WHEREAS, ISU is an educational institution that offers courses relevant to industry and whose students and graduates are known for their outstanding academic skills and outstanding industry competence. As such, ISU envisions its graduating students undertaking internships at DICT;

WHEREAS, DICT, with a vision to expand its services and meet the current needs of the company, aims to implement a maximum of 13-week or 486-hour Skills Enhancement and Internship Program through a partnership with ISU;

WHEREAS, in consideration and compliance with CHED CMO No. 104 Series of 2017, ISU and DICT hereby specifically indicate the responsibilities of both Parties;

II. DEFINITION OF TERMS
ISU- refers to ISABELA STATE UNIVERSITY
DICT - refers to the DEPARTMENT OF INFORMATION AND COMMUNICATIONS TECHNOLOGY
Students- refers to the student interns of ISU attending the internship program
Internship- refers to the application of classroom learning to actual work experiences
Practicum- refers to the subject of internship/OJT where student interns are enrolled
MOA- refers to this Memorandum of Agreement

III. DETAILED DESCRIPTION OF ROLES AND RESPONSIBILITIES

A. RESPONSIBILITIES OF ISU

1. Shall assume full responsibility over its student while having an internship;
2. Shall develop in collaboration with DICT an Internship Plan for the students specifying among others the goals and objectives, student outcomes, knowledge, skills, and competencies that the student should acquire in each area of assignment and schedule of activities. The Internship Plan shall be part of the Internship Contract to be signed by the student intern, DICT, and ISU;

Page **1** of **4**

3. Shall conduct an ocular visit of the facilities of DICT;
4. Shall pre-qualify student interns in accordance with the requirements of DICT;
5. Shall conduct pre-departure orientation and pre-departure briefing for qualified students in the presence of their parents/guardians/spouse;
6. Shall assign a regular faculty member or any authorized Internship Coordinator who will be responsible for all aspects of the SIPP including program implementation, monitoring, and evaluation;
7. Shall monitor and evaluate the performance and welfare of the students and immediately attend to their complaints and grievances;
8. Shall conduct debriefing and post evaluation to students upon their return;
9. Shall impose disciplinary sanction to students found guilty of violating any of the provisions contained in these guidelines, Internship Agreement, University policies, and host agency policies;
10. Shall submit to CHED notarized letter of intent to participate in the Student Internship Program in the Philippines, certified copy of Government Recognition, this MOA and Internship Plan and all other documents as provided for in CMO No. 104 series of 2017;
11. Shall make an Annual report on the implementation of SIPP; and
12. Shall do such other acts necessary to protect and safeguard the students.

B. RESPONSIBILITIES OF DICT

1. Shall agree to accept students of ISU to undergo internship with the firm/agency;
2. Shall agree to amend this MOA should there be an increase or decrease in the allocation slot and changes in the internship date;
3. Shall agree to provide a maximum of 13-week or 486-hour Skills Enhancement and Internship Program per training batch;
4. Shall develop, in collaboration with ISU an Internship Plan for the students;
5. Shall provide Supervised Applied Learning Experience to students in accordance with the agreed Internship Plan, Internship Agreement, and schedule of activities;
6. Shall assign a competent Intern Supervisor responsible for the implementation of all phases of the Internship Plan;
7. Shall assist students who encounter problems during the internship period;
8. Shall conduct performance evaluation, feedback, and exit interview/evaluation;
9. Shall assist students for departure upon completion of the training or premature termination of the program;
10. Shall issue Certificate of Completion, Performance Evaluation Form, and other related necessary documents to the students upon completion of the training or premature termination of the program;
11. Shall have the sole prerogative to screen, shortlist and hire students as interns;
12. Shall ensure the safety and protection of the student at all times;
13. Shall assess the student interns at the end of the training period. Said assessment shall be forwarded to ISU;
14. Shall allow ISU officials and CHED officials to conduct industry ocular and visitations as may be needed. Subject to prior and proper coordination; and
15. Shall do such other acts necessary to carry out this MOA.

IV. EVENTS OF DEFAULT

The following are the grounds for blacklisting DICT:

1. Violation of any of the provisions of this MOA and CMO No. 104 series of 2017;
2. Changing provisions of the signed Internship Agreement without the consent of the students and ISU;
3. Non-compliance with the prescribed Internship Plan;

4. Placing students in prohibited internship/training venues;
5. Allowing a minor student to join the program; and
6. Such other acts similar or analogous to the foregoing and activities classified as human trafficking under R.A 9208 and such other similar issuances that are in violation of the provisions herein.

V. EXCLUSION OF PARTNERSHIP

The parties hereto expressly agree that nothing contained or implied in this MOA shall constitute a partnership or joint venture within the parties hereto or any of them do not constitute nor be deemed to constitute any Party as an affiliate to any Party for any purpose whatsoever.

VI. NOTICES AND GENERAL MATTERS

Notices under this MOA may be delivered by hand, by registered mail (which shall be airmailed if possible), email, or facsimile to the addresses to be provided.

VII. REMEDIES

No remedy confirmed by any of the provisions of this MOA is intended to be excluded from any other remedy which is otherwise available by law, equity statute, or otherwise and each and any other remedy shall be cumulative and shall be in addition to every other remedy given hereunder or not hereafter existing by law, equity, statute or otherwise.

VIII. SEVERANCE

If any provisions of the MOA or part thereof are rendered void, illegal, or unenforceable by any legislation to which it is subject, it shall be rendered void, illegal, or not enforceable only to that extent and no further.

IX. CONFIDENTIALLY

This MOA, as well as its terms and conditions herein, shall be held in strict confidence, and no portion hereof may be reproduced or be revealed to any personnel or entity other than the signatories herein or their authorized representative/s.

X. SEPARABILITY

The invalidity or unenforceability of any provision of this MOA shall not affect or impair other provisions that are otherwise valid, binding, and effective.

XI. GOVERNING LAW AND ARBITRATION

This MOA shall be governed by and construed according to the laws of the Republic of the Philippines.

XII. ENTIRE AGREEMENT

This MOA constitutes the entire agreement between the parties, their successors, and assignees. Any and all matters or things that the parties may have agreed upon but have not reduced in writing herein, shall be void and ineffective.

XIII. DURATION

This agreement shall take effect immediately upon signing and will remain valid for five (5) years from January 2026 to December 2030 unless otherwise amended or revoked accordingly.

XIV. SIGNATURES OF THE PARTIES' PRINCIPALS

NOW THEREFORE, ISU and DICT have resolved to adopt this MOA.

IN WITNESS WHEREOF, parties hereto sign this agreement to be executed by the respective parties or their duly authorized representative on the dates opposite to their respective signature.

FIRST PARTY	SECOND PARTY
MARISOL S. PORONDA, PhD Executive Officer V	**CIRILO N. GAZZINGAN JR.** Provincial Officer

SIGNED IN THE PRESENCE OF:

LIEZL JOY LI QUILANG, PhD Academic Affairs Director	**MARIA KRISTINE VALDEZ** PDO II

REPUBLIC OF THE PHILIPPINES)
PROVINCE OF ISABELA)
CITY OF CAUAYAN)

BEFORE ME, on the date and the place above-written, personally appeared the above-named person, known to me and as the same person who executed the foregoing deed/instrument, and he/she acknowledged to be the same as his/her free act and voluntary deed.

WITNESS MY HAND AND SEAL

Doc No. 97
Page No. 21
Book No. 15
Series of 2026

Notary Public

ATTY. VERLITO C. ESTIOCO
Notary Public
Until December 31, 2027
IBP Lifetime Member No. 010973
PTR No. 10465677, 01/05/2026, Alicia, Isabela
ROLL No. 60103
MCLE Compliance No. VIII-0036706, 05/28/2025
District 1, Cauayan City, Isabela

Page 4 of 4

Appendix C: Student's Pledge

ISABELA STATE UNIVERSITY
University for People, Nature, Entrepreneurship and Innovation
CAUAYAN CAMPUS
San Fermin, Cauayan City, Isabela, Philippines 3305
BAGONG PILIPINAS

STUDENT's PLEDGE

I, **Zandro Punzalan,** a senior student of **Bachelor of Science in Entertainment and Multimedia Computing** of the Isabela State University, Cauayan City, Isabela, do hereby pledge and promise to abide by the student rules and policies of the University while undergoing the Internship Program at **Department of Information and Communications Technology, #30 Pilar Street, District 3, Cauayan, Philippines, 3305**, as well as the cooperating agency/institution.

I understand that while in this internship program, I shall be under the direct supervision of the agency/institution's manager/head or his/her representative, or equivalent responsible government officer of the campus.

Zandro Punzalan
OJT Trainee

Appendix D: Parent/Guardians Consent

ISABELA STATE UNIVERSITY
University for People, Nature, Entrepreneurship and Innovation
CAUAYAN CAMPUS
San Fermin, Cauayan City, Isabela, Philippines 3305

CONSENT OF PARENTS AND GUARDIANS

I **Nelia D. Punzalan** residing at **002 N.Dianco Street Harana Luna Isabela**, parent/guardian of **Zandro D. Punzalan** in the **College of Computing Studies, Information Communication Technology, Isabela State University, Cauayan, Isabela,** do hereby allow authorize him/her undertake the On-the-Job Training/Internship Program as an academic requirement for graduation. I further agree that the said program be conducted off-campus, especially at **Department of Information and Communications Technology, #30 Pilar Street, District 3, Cauayan, Philippines, 3305,** for the duration of the University Rules on Student Conduct and also by pertinent rules, regulations, and policies and above membership firm/agency.

I hereby further agree to shoulder all personal and incident expenses that may be incurred by him/her while undergoing the OJT program that the University and the cooperating firm/agency will not be held responsible for any untoward pertaining thereto as concerned officials will take all precautionary measures to safeguard the interest of the student.

IN WITNESS WHEREOF, I have hereunto signed an affidavit this 18 MAY day of _____ 2026 at Isabela State University, Cauayan City, Isabela.

Nelia D. Punzalan
Parents/Guardians Signature

Witness:

_____
Name & Signature

Subscribed and sworn to before me this 18 MAY day of _____ 2026. Affiant exhibiting to me his Residence Certificate No. _____ issued at Isabela on _____.

Doc. No. 28;
Page No. 07;
Book No. XXV;
Series of 2026;

ATTY. ELMA DACOYEN-BELINO
NOTARY PUBLIC UNTIL DECEMBER 31, 2027
IBP O.R. NO. 586480 / JANUARY 05, 2026
PTR NO. 4833251 / JANUARY 05, 2026
ATTORNEY'S ROLL NO. 79973
MCLE COMPLIANCE NO. VIII-004701

Isabela State University Cauayan Campus
https://isucauayan.edu.ph/ zandro.punzalan_cyn@isu.edu.ph

Appendix E: Performance Evaluation Form

ISABELA STATE UNIVERSITY
University for People, Nature, Entrepreneurship and Innovation
CAUAYAN CAMPUS
San Fermin, Cauayan City, Isabela, Philippines 3305
BAGONG PILIPINAS

ON-THE-JOB TRAINING
PERFORMANCE EVALUATION FORM

Name of Trainee	ZANDRO D. PUNZALAN	Course and major	BSEMC, GAME DEVELOPMENT
Name of Cooperating Agency	DICT - ISABELA PROVINCIAL OFFICE	Agency Address	CAUAYAN CITY, ISABELA
Date Started	FEBRUARY 2, 2026	Date Completed	MAY 18, 2026

Direction: Put your rating on the column which you think best describe the performance of the student trainee

Description	Excellent 95% and above	Above Average 88–94%	Average 82-87%	Needs Improvement 76-81%	Poor below 75%
I.Personal Attributes					
a. The student trainee observes the use of proper office attire (prescribed office uniform)/clothing for work		93			
b. The student trainee is well-groomed and reflects an aura of confidence		92			
c. Observes office hours; comes to work regularly on time and incurs minimal absences at work to complete assigned responsibilities		93			
II.Professional Attributes					
a. Has a devoted attention to the job given and performs efficiently		92			
b. A team worker, pleasant and cooperative, enthusiastic and interested in the work assigned		92			
c. Does not complain of the task/work assigned	95				
d. Accepts suggestions, not defensive, critical or uncooperative	95				
e. Complies with office rules and regulations		92			
f. Committed to qualify of work		93			
g. Respects the privacy of others		94			
h. Willing to exert extra effort to make personal sacrifice when needed		93			
i. Shows alertness and intelligence/learns job requirements quickly		93			
j. Highly motivated to improve job performance		91			
k. Does not engage in unofficial manners like chatting using mobile phones while at work, while client is waiting/watching		90			
III.Tact and Diplomacy					
a. Possesses a sensitive perception of the right things to say or do	95				
b. Listens, speaks, and acts in a manner appropriately to the situation	95				
c. Avoids upsetting anyone because of careless or offending words	95				
d. Asks superiors for assistance in areas he/she is not so sure of, seeks help when needed and does not pretend to know the job		90			

COLLEGE OF COMPUTING STUDIES INFORMATION AND COMMUNICATION TECHNOLOGY
https://isucauayan.edu.ph/ Ccsict.isucauayan@isu.edu.ph

ISABELA STATE UNIVERSITY
University for People, Nature, Entrepreneurship and Innovation
BAGONG PILIPINAS
CAUAYAN CAMPUS
San Fermin, Cauayan City, Isabela, Philippines 3305

Description	Excellent 95% and above	Above Average 88–94%	Average 82-87%	Needs Improvement 76-81%	Poor below 75%
e. Polite, kind, and thoughtful toward the public/clientele in manner and action		94			
f. Integrates concern for people, office clientele and supervisor/relationship into work situation, promotes harmonious work relationship.		93			
IV.Business Skills					
a. Keyboarding, the trainee can manipulate the computer with ease.	98				
b. Office machine operation (copier, fax, calculators, etc.) the trainee knows the use and can manipulate office machines with ease and minimal waste of materials.	98				
c. Telephone usage; the trainee practices good telephone manners and has good communication skills, knows how to take messages and relays the message correctly.		94			
d. Records Management (Filling skills/hard copy management) the trainee is efficient in records management assignment including retrieval of documents.		94			
e. Public Relations (Greeting and receiving visitors, guests) client service, polite, kind toward the public, greets the clients, smiles and makes them comfortable at ease.		93			
f. Math skills, can perform basic math operations/basic accounting procedures.		93			
g. Communication skills (Spelling, grammar, diction, etc.) applied in oral and written communication.		92			

What skills/competencies have you observed from the trainee that helped him/her during the practicum?
Carries out his assigned tasks very well

What other courses or learning experiences would have helped in the Practicum?
He is willing to learn and listen to instructions, gradually improves his performance

What are your comments/suggestions to help improve the Practicum Program?
May occasionally arrive late, but kind and very respectful to his companies

Immediate Supervisor

Printed Name and Signature

Position

Date

This evaluation form should be accomplished by the manager or his / her authorized representative who supervises the OJT student. As it is confidential, it should be sealed and given directly or sent to the OJT Coordinator of the College of Computing Studies, Information and Communication Technology, Isabela State University, Cauayan Campus, Thank you.

JANE B. GELINDON, MIT
OJT Coordinator

COLLEGE OF COMPUTING STUDIES INFORMATION AI COMMUNICATION TECHNOLOGY
https://isucauayan.edu.ph/ Ccsict.isucauayan@isu.edu.ph

Appendix F: Daily Time Record

MARCH
No. _____ Pay Ending _____
Name ZANDRO D. PUNZALAN Position _____
Dept. _____ Age _____

	Hours	Rate	Amount
Reg.			
Over.			
Total Earnings			
Less Deductions			
NET PAY			

DEDUCTIONS

ABSENCES	
Fines	
Withholding Tax	
S.S.S.	
TOTAL	

Days	MORNING IN	MORNING OUT	AFTERNOON IN	AFTERNOON OUT	OVERTIME IN	OVERTIME OUT	Daily Total
1							
2	7:58	11:50	12:55	5:00			
3	8:00	12:00	1:00	5:00			
4	8:00	12:00	1:00	5:00			
5	8:00	12:00	1:00	5:00			
6	7:57	12:00	12:45	3:45			
7							
8							
9			1:00	5:00			
10	8:00	12:00	12:30	5:00			
11	7:57	12:00	12:30	5:00			
12	7:55	12:00	12:45	5:02			
13							
14							
15							

I hereby certify that the above records are true and correct.

EMPLOYEE'S SIGNATURE

FEBRUARY
No. _____ Pay Ending _____
Name ZENDRO D PUNZALAN Position _____
Dept. _____ Age _____

	Hours	Rate	Amount
Reg.			
Over.			
Total Earnings			
Less Deductions			
NET PAY			

DEDUCTIONS

ABSENCES	
Fines	
Withholding Tax	
S.S.S.	
TOTAL	

Days	MORNING IN	MORNING OUT	AFTERNOON IN	AFTERNOON OUT	OVERTIME IN	OVERTIME OUT	Daily Total
16	8:09	12:00	12:50	5:00			
17							
18	7:59	12:00	12:45	5:00			
19	8:10	12:10	1:00	5:00			
20	7:54	12:15	1:00	5:00			
21							
22							
23	7:50	12:25	12:57	5:00			
24	7:55	12:00	12:49	5:00			
25	8:00	12:00	12:55	5:00			
26	7:57	12:00	12:45	5:00			
27							
28							
29							
30							
31							

I hereby certify that the above records are true and correct.

EMPLOYEE'S SIGNATURE

MARCH
No. _____ Pay Ending _____
Name ZANDRO D. PUNZALAN Position _____
Dept. _____ Age _____

	Hours	Rate	Amount
Reg.			
Over.			
Total Earnings			
Less Deductions			
NET PAY			

DEDUCTIONS

ABSENCES	
Fines	
Withholding Tax	
S.S.S.	
TOTAL	

Days	MORNING IN	MORNING OUT	AFTERNOON IN	AFTERNOON OUT	OVERTIME IN	OVERTIME OUT	Daily Total
1							
2	7:59	11:50	12:55	5:00			
3	8:00	12:00	1:00	5:00			
4	8:00	12:00	1:00	5:00			
5	8:00	12:00	1:00	5:00			
6	7:57	12:00	12:45	3:45			
7							
8							
9			1:00	5:00			
10	8:00	12:00	12:30	5:00			
11	7:57	12:00	12:30	5:00			
12	7:55	12:00	12:45	5:32			
13							
14							
15							

I hereby certify that the above records are true and correct.

EMPLOYEE'S SIGNATURE

MARCH
No. _____ Pay Ending _____
Name ZANDRO D. PUNZALAN Position _____
Dept. _____ Age _____

	Hours	Rate	Amount
Reg.			
Over.			
Total Earnings			
Less Deductions			
NET PAY			

DEDUCTIONS

ABSENCES	
Fines	
Withholding Tax	
S.S.S.	
TOTAL	

Days	MORNING IN	MORNING OUT	AFTERNOON IN	AFTERNOON OUT	OVERTIME IN	OVERTIME OUT	Daily Total
16	7:00	12:00	12:51	6:00			
17	8:25	12:00	12:45	6:00			
18	7:12	12:00	12:52	6:00			
19	7:25	12:00	12:24	6:00			
20							
21							
22							
23	6:59	12:00	12:59	6:00			
24	7:06	12:05	12:51	6:00			
25	7:00	12:00	1:00	6:00			
26	7:10			6:00			
27							
28							
29							
30							
31	7:00	12:00	12:26	6:00			

I hereby certify that the above records are true and correct.

EMPLOYEE'S SIGNATURE

APRIL
No. _____ Pay Ending _____

Name ZANDRO D. PUNZALAN Position _____

Dept. _____ Age _____

	Hours	Rate	Amount	DEDUCTIONS	ABSENCES	
Reg.					Fines	
Over.					Withholding Tax	
					S.S.S.	
Total Earnings						
Less Deductions						
NET PAY					TOTAL	

Days	MORNING IN	MORNING OUT	AFTERNOON IN	AFTERNOON OUT	OVERTIME IN	OVERTIME OUT	Daily Total
1							
2							
3							
4							
5							
6	7:38	12:00	12:08	6:00			
7	8:00	12:00	12:51	6:00			
8			12:57	6:00			
9							
10							
11							
12							
13							
14	8:15	12:00	12:15	6:00			
15	7:54	12:00	12:51	6:00			

I hereby certify that the above records are true and correct.

EMPLOYEE'S SIGNATURE

APRIL
No. _____ Pay Ending _____

Name ZANDRO D. PUNZALAN Position _____

Dept. _____ Age _____

	Hours	Rate	Amount	DEDUCTIONS	ABSENCES	
Reg.					Fines	
Over.					Withholding Tax	
					S.S.S.	
Total Earnings						
Less Deductions						
NET PAY					TOTAL	

Days	MORNING IN	MORNING OUT	AFTERNOON IN	AFTERNOON OUT	OVERTIME IN	OVERTIME OUT	Daily Total
16	7:49	12:00	12:00	6:00			
17							
18							
19							
20	7:29	12:00	12:14	6:00			
21			12:57	6:00			
22	7:28	12:00	12:58	6:00			
23			12:54	6:00			
24							
25							
26							
27	9:05	12:00	12:06	6:00			
28	7:31	12:00	12:30	6:00			
29	7:52	12:00	12:40	6:00			
30	7:35	12:00	12:14	6:00			
31							

I hereby certify that the above records are true and correct.

EMPLOYEE'S SIGNATURE

MH

No. _____ Pay Ending _____

Name ZANDRO D. PUNZALAN Position _____

Dept. _____ Age _____

	Hours	Rate	Amount
Reg.			
Over.			
Total Earnings			
Less Deductions			
NET PAY			

DEDUCTIONS

ABSENCES		
Fines		
Withholding Tax		
S.S.S.		
TOTAL		

Days	MORNING IN	MORNING OUT	AFTERNOON IN	AFTERNOON OUT	OVERTIME IN	OVERTIME OUT	Daily Total
1							
2							
3							
4	7:29	12:00	12:19	6:08			
5	7:50	12:00	12:57	6:06			
6	7:42	12:06	12:21	6:00			
7			12:59	6:60			
8							
9							
10							
11			12:40	6:06			
12	7:42	12:00	1:00	6:10			
13							
14							
15							

I hereby certify that the above records are true and correct.

EMPLOYEE'S SIGNATURE

Appendix G: Certificates

REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF INFORMATION AND COMMUNICATIONS TECHNOLOGY

BAGONG PILIPINAS
ILCDB
ICT LITERACY AND COMPETENCY DEVELOPMENT BUREAU

CERTIFICATE
OF COMPLETION

THIS CERTIFIES THAT

ZANDRO D. PUNZALAN

DICT-ILCDB-AP-R2-2025-0342

SUCCESSFULLY COMPLETED 486 HOURS
OF THE DICT-ILCDB APPRENTICESHIP PROGRAM
(ON-THE-JOB TRAINING).

GIVEN THIS 14TH DAY OF MAY 2026 AT DICT REGION 02 - ISABELA PROVINCIAL OFFICE, CAUAYAN CITY, ISABELA.

ENGR. PINKY T. JIMENEZ. PECE. Ph.D.
Director IV, DICT Region 2

Appendix H: Curriculum Vitae

ZANDRO D. PUNZALAN
Purok Liwayway, Harana, Luna, Isabela
zandropunzalan27@gmail.com
0966-715-5719

PERSONAL DATA

Citizenship	: Filipino
Birthdate	: March 12, 2003
Birthplace	: Luna, Isabela
Age	: 23 years old
Gender	: Male
Civil Status	: Single
Religion	: Roman Catholic
Father's Name	: Allan D. Punzalan
Mother's Name	: Nelia D. Punzalan

QUALIFICATIONS AND SKILLS

- Game Development: Unity, Godot
- Programming Languages: C++, Python
- Web Development: HTML, CSS
- Design & Creative: Digital Illustration (Aseprite, Krita), UI/UX Design (Figma)
- 3D Modeling (Blender)
- Fast learner
- Problem-solving and critical thinking skills

CERTIFICATIONS

- CSE – PPT Professional Licensure Eligibility

ACADEMIC PROJECTS

- Mang Juan The Philippine Journey – An Interactive Game for Exploring Philippine Features

EDUCATIONAL BACKGROUND

TERTIARY **:** Bachelor of Science in Entertain and Multimedia

Computing

Currently Enrolled

SECONDARY : Luna National High School
Luyao Luna, Isabela
Graduated July 2022

PRIMARY : Jocelyn V. Cacas Montessori School Inc.
Metrogate, Meycauayan Bulacan
Graduated April 2016

CHARACTER REFERENCES

JANE B. GELINDON, MIT
Program Chair/SIPP
Isabela State University – Cauayan

Cauayan City, Isabela
Gelindon.jane@isu.edu.ph

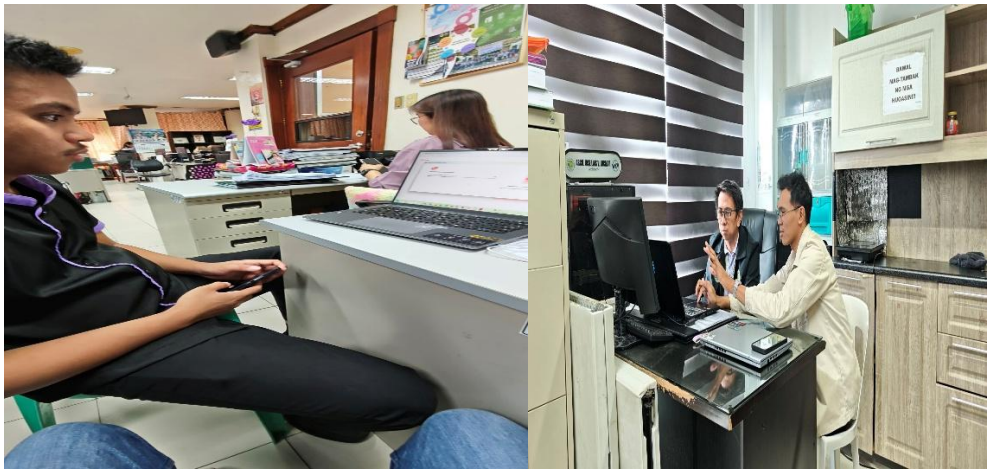
In case of emergency, please contact:
Nelia D. Punzalan
Harana, Luna, Isabela
0995-622-0121

I further certify that the foregoing entries are true and correct to my own knowledge.

ZANDRO D. PUNZALAN
Signature

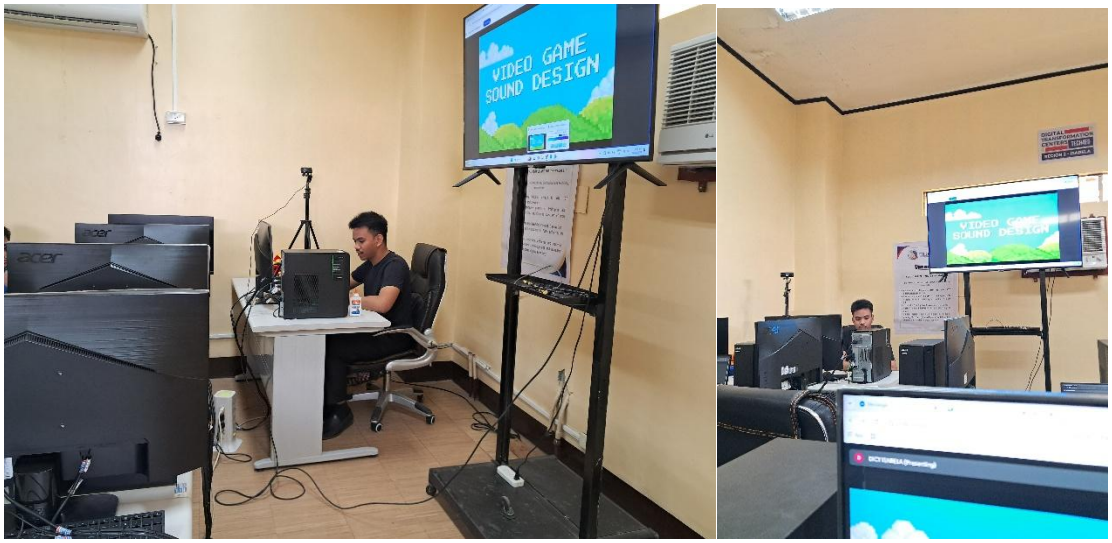
Appendix I: Plates

Together with my co interns, we designed and developed a system named "DICT Digital Internship and Resource Hub" to help future DICT Interns adapt to DICT Office easily during their early weeks.

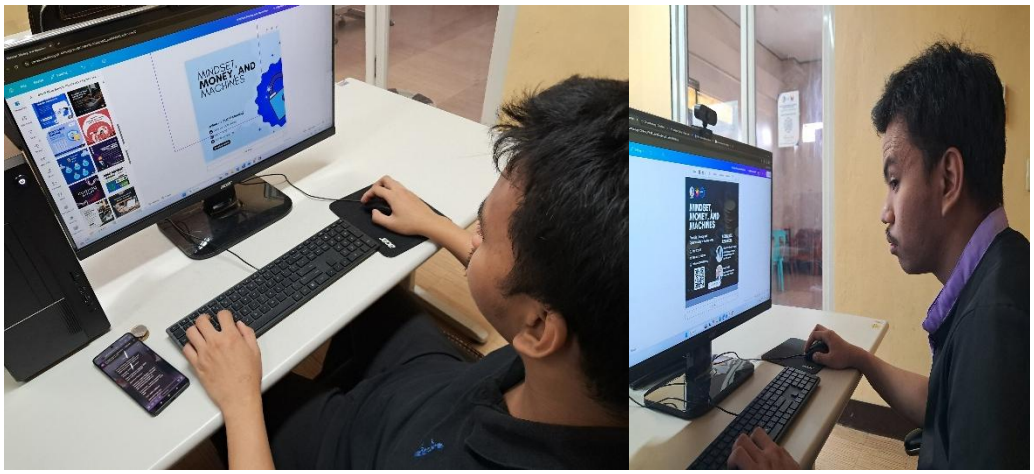


Assisted one of my supervisors in installing Adobe Applications on the computers at Cauayan City Municipal Hall to streamline the process of e-signatures.

Assisted the DICT staff at the Project Dapat Job Fair at SM City Cauayan and helped in promoting eGov Application App.



Conducted my own Learning Together where I shared and discussed my BSEMC knowledge about Video Game Sound Design.



Created and designed publication materials for the "Mindset Money, and Machines" webinar.

Tested APIs and APIs authentication using Ninja APIs and Postman and created a simple system with API integration with my co interns.

Assisted in setting up Starlink devices and testing its connectivity.